



City of Austin - JOB DESCRIPTION



Attorney Senior

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	11015	Salary Grade:	MA1
Approved:	October 24, 1997	Last Revised:	April 08, 2012

Purpose:

Under general supervision, provide legal services on behalf of the City of Austin.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Provides legal advice, of a complex nature generally requiring specialized knowledge of an area of law, to citizens, City staff, boards, commission, etc. on statutes, ordinances, etc.
2. Compiles data/information for reports
3. Researches information as requested and as needed
4. Writes/drafts legal documents, legal issues, i.e. informal/formal hearings, lawsuits, etc.
5. Initiates & carries out legal proceedings on behalf of the City
6. Negotiates with citizens, businesses, attorneys, etc. to resolve legal actions involving the City
7. Speaks as City's attorney before judge, jury, &/or other attorneys at courtroom proceedings.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of judicial procedures and rules of evidence.

Knowledge of civil and criminal law.

Knowledge of municipal codes and state laws or specialized knowledge of an area of law relevant to municipal practice.

Knowledge of Federal, State and Local laws.

Knowledge of city practice, policy and procedures.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software.

Skill in data analysis and problem solving.

Skill in planning and organizing.

Ability to conduct research on legal problems and preparing opinions.

Ability to prepare and review legal documents.

Ability to analyze facts and precedents in order to present them effectively in court.

Ability to establish and maintain good working relationships with other city employees and the public.

Minimum Qualifications:

Graduation from an accredited school of law plus four (4) years of experience as a practicing attorney.

Licenses and Certifications Required:

Member in good standing of the State Bar of Texas.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.